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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Branch

FROM : Chief, Central Records Division

DATE: 3 March 1948

SUBJECT: Monthly Progress Report for February, 1948

1. Personnel

	T/O	On Duty	Pending	Unfilled	
Hq. Central Records			0	3	
Special Distribution Section			0	0	
Central Mail Section			9	3	25X9A2
Administrative Files Section			2	3	
Information Distribution Section			<u>1</u>	<u>4</u>	
			12	13	

*Including one EM awaiting reassignment

2. Volume

a. The Information Distribution Section handled 8,986 regular intelligence information documents in 35,143 copies. It processed 873 dittos of CIA produced intelligence information in 31,622. (Since it was decided that a simple statement of total number of dittos did not reflect a true picture of the work load from about 7 February on, the number of pages of waste dittos was counted. From that time until the end of the month 1,734 pages of ditto were handled.) In addition IDS processed and distributed three intelligence publications in 302 copies.

b. The Administrative File Section handled 1,730 documents.

c. The Special Distribution Section handled 54 documents in 111 copies, of which 22 of 160 were reproduced and handled in 381 pages of copy.

d. The Executive Registry processed 813 items, plus 140 TOP SECRET documents and prepared 20 Daily Action Summaries. Many of the items had been previously processed by other Sections of Central Records.

e. No count is made of material passing through the Central Mail Section. All material handled in IDS and AFS is first handled in bulk in Central Mail Section. In addition, newspapers, personal mail and other materials are processed directly by the Central Mail Section.

3. General

a. In connection with the uniform file system, all offices of A. & M. have been surveyed with the exception of certain offices in the Federal Works Building. Review of files in that location is now under way.

b. The transfer of certain records to National Archives is being accomplished as rapidly as the Foreign Documents Branch can prepare them for transfer.

c. Arrangements are being made to transfer 140 cu.ft. of records from the Reference center to South Building attic vault.

d. Arrangements are being made to construct a vault for CIA Archives records storage.

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